


Slide 1



Disclaimer

Presentation materials are for registered participants of the 69th Conference on Exceptional Children. The information in this presentation is intended to provide general information and the content and information presented does not reflect the opinions and/or beliefs of the NC Department of Public Instruction, Exceptional Children Division. Copyright permissions do not extend beyond the scope of this conference.








CHALLENGING EXPECTATIONS & EXCEEDING GOALS

GuideBook

- Download the App and log in
- All Participants must electronically check in to the Institute
- Have QR Code scanned by a Designated Facilitator
- QR Code found at the bottom of the App Menu by your name
- Stop by the App Support Desk for help
- Certificates E-mailed by December 1, 2019
- No Certificates provided after January 1, 2019
- <https://guidebook.com/g/2019ncec>

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

	
<h2>ECATS Institute Agenda</h2>	
ECATS Institute Agenda: Wednesday November 20, 2019	
9:00am-9:15am	Introductions and Attendance <ul style="list-style-type: none"> • Introduction • Resources and links • Attendance • Logistics for Gathering Questions
9:15am-10:30am	Child Count Training <ul style="list-style-type: none"> • In-depth training on child count to prepare and go through the process to correct errors/data and finalize and certify at the LEA level the active child count.
10:30am-10:45am	Break
10:45am-11:45am	Child Count Training continued
11:45am-12:45pm	Lunch
1:00pm-2:45pm	Q & A
2:45pm-3pm	Break
3:00pm-4:00pm	Child Count Helpful Tips and Preparing for Upcoming Data Collections
 EXCEPTIONAL CHILDREN NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION	



ECATS Resources Online

ECATS Special Education Manual

https://ec.ncpublicschools.gov/ecats/special-education/ecats_manual.pdf

ECATS Special Education System Overview Videos

<https://ec.ncpublicschools.gov/ecats/special-education/ecats-video-system-overview.pdf>

ECATS Special Education Training Topics

<https://ec.ncpublicschools.gov/ecats/special-education/training-videos>





ECATS Resources (cont.)

ECATS Service Documentation Manual

<https://ec.ncpublicschools.gov/ecats/service-documentation/2019manual.pdf>

ECATS Service Documentation System Overview Videos

<https://ec.ncpublicschools.gov/ecats/service-documentation/ecats-overview.pdf>

ECATS Service Documentation Training Topics

<https://ec.ncpublicschools.gov/ecats/service-documentation/ecats-topics.pdf>





ECATS Resources (cont.)


Monday Message Archive

https://ec.ncpublicschools.gov/ecats/monday_messages

Frequently Asked Questions

<https://ec.ncpublicschools.gov/ecats/frequently-asked-questions>





Child Count Training

- Report Generation and Retrieval
- Reading the Report
- Dealing with Exceptions
- Student Level Report View
- Certification

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Today we're going to work through the process for Child Count Reporting. We will review how to run the report to see who is included in your child count, how to retrieve and read that report, how to resolve any exceptions you may have.

Exceptions are records where the student **should** be included in the report, but may have missing or invalid data elements, such as missing demographic information, or a setting that is not age appropriate.

We will also review how to certify the Child Count report after these exceptions have been resolved. The functionality reviewed in this webcast will allow you to complete the Child Count report.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

ANNUAL CONFERENCE OF
EXCEPTIONAL CHILDREN

Report Generation and Retrieval

MAIN MENU

STUDENTS

WIZARDS

PROGRESS MONITORING

MY ACCOUNT

REPORTING

EARLY WARNING SYSTEM

GROUPS

ADMIN

Announcements

MY REPORTS

STANDARD REPORTS

ADVANCED REPORTING

Edit Message

- Click Standard Reports under the Reporting Dropdown Menu
- Your menu may differ slightly based on user type.

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Select user types have the ability to run child count reports. Those include: LEA Admins 1-4, School and LEA Data Managers, and EC administrators. Of these usertypes, only users in the LEA Admin 4 or LEA Data Manager roles have access to certify these reports. If the Data Manager or anyone other than the EC Director certifies the Child Count, the EC Director will be expected to send in a verification form.

Slide 10

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Report Generation and Retrieval

Scheduled Reports

General	Compliance by IEP Coordinator
Special Education	Evaluate Student Report (/s)
Progress Track	NCEdITS Assessment/Person Select School Test
PaperClip	NCEdITS Services/Report
English Learner	PCDK-VYVOM/ED/Person/20-166-EC/PS-PS_KC/ans/OTP Students Missing Data (/s) Child Count
Early Warning System	
CRIS	
Service Logging	

Your report selection may be slightly different depending on your user type. Click Child Count to access the Child Count report.

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

The first step in the Child Count process is to run the Child Count report. To do this, navigate to the 'REPORTING' dropdown on the Main Menu, and click 'STANDARD REPORTS' on the dropdown that appears. From here, you will be able to select from a series of categories. Under 'Scheduled Reports', click 'SPECIAL EDUCATION'. On this tab, you will see a report titled 'CHILD COUNT'. Click this link. This will take you to the report generation page.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Report Generation and Retrieval

Reports - Child Count

Data Source: Transactional/EDPlan

Count Period: December 2019 | 12/02/2018 - 12/01/2019

CHECK ALL CHECK NONE

Schools:

Include Exceptions/Validations: ☐

Sort By: Last Name

GENERATE REPORT

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

The first drop down menu is ‘Data Source’. Your options here are ‘Transactional/EDPlan’ and ‘OSEP/Final Reporting Database’. The ‘Transactional’ option is what you should select to see the Child Count report for an upcoming count or as the data exists in ECATS today. The ‘OSEP’ option only shows fully certified and state finalized data sets that have been submitted to OSEP.

For the purposes of completing the child count process – you will choose ‘Transactional/EDPlan’. The next dropdown is the ‘Count Period’. You will select the appropriate count period for the coming head count. For this example, we will choose December 2019.

You are then permitted to select individual schools. This is only necessary if you want to review data at a specific school or subset of schools. Leaving this selection blank will return data for your entire district. There’s also an option to include ‘Exceptions/Validations’. Select this checkbox. This is how we’ll return any exceptions that must be cleared prior to data certification. You are also given the option to sort the information – but this can also be done via Excel itself in the report output.

Finally, click ‘Generate Report’ at the bottom of the screen. It’s important to note that the report runs overnight, so it will be available the next day. Changes made to a student record will not be reflected in the report in real time and will be available in the report the following day.

Slide 12

The screenshot displays the 'Report Generation and Retrieval' interface. At the top, the logo for the 'NORTH CONFERENCE OF EXCEPTIONAL CHILDREN' is visible, along with the tagline 'CHALLENGING EXPECTATIONS & EXCEEDING GOALS'. Below this, the title 'Report Generation and Retrieval' is centered. The navigation bar includes links for 'MAIN MENU', 'STUDENTS', 'WIZARDS', 'PROGRESS MONITORING', 'MY ACCOUNT', 'REPORTING', 'EARLY WARNING SYSTEM', 'GROUPS', and 'ADMIN'. The 'REPORTING' dropdown menu is open, showing 'MY REPORTS' (highlighted with a red box) and 'ADVANCED REPORTING'. A red arrow points to the 'Reports' section of the page, which contains a table of reports.


Report	Date Created	Created By	System	School	User
Child Count	11/06/2019	[Redacted]			
Child Count	11/06/2019	[Redacted]			
Child Count	11/04/2019	[Redacted]			
Child Count	11/04/2019	[Redacted]			

(Reports)

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Once this report is ready, it will be available on the 'My Reports' page under the Reporting dropdown on the main menu. Once you see the report on your 'My Reports' page, save and open it.

Slide 13




CHALLENGING EXPECTATIONS & EXCEEDING GOALS

EXCEPTIONAL CHILDREN

Reading the Report – Child Count

1	2	3	4	5	6	7	8	9	10
Child Count									
Date/Time Generated	2019-11-19 14:45:11.610								
Count Period Dates	12/02/2018 - 12/01/2019								
Total Students:	470								
Region	LEA Code	LEA Name	NCESID	School Code	School Name	Student ID	Last Name	First Name	Middle Name
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12345	Student	Savanna	Ashstin
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12346	Student	Amari	Martha
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12347	Student	Jovany	Ameirah
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12348	Student	Nicholas	Michael
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12349	Student	Riley	Grace
Region 4 Sandhills	100	Test County Schools	3700000	000321	High School	12350	Student	Alanna	Saveon
Region 4 Sandhills	100	Test County Schools	3700000	000321	High School	12351	Student	Brazen	Katlin
Region 4 Sandhills	100	Test County Schools	3700000	000321	Middle School	12352	Student	Nicole	Darion
Region 4 Sandhills	100	Test County Schools	3700000	000321	Middle School	12353	Student	Robert	B
Region 4 Sandhills	100	Test County Schools	3700000	000321	Middle School	12354	Student	Shannon	R
Region 4 Sandhills	100	Test County Schools	3700000	090317	Middle School	12355	Student	Irvin	Logan
Region 4 Sandhills	100	Test County Schools	3700000	090317	Middle School	12356	Student	Edwin	Seth
Region 4 Sandhills	100	Test County Schools	3700000	090333	Middle School	12357	Student	Joel	Lee
Region 4 Sandhills	100	Test County Schools	3700000	090332	Elementary	12358	Student	Alaina	Robert
Region 4 Sandhills	100	Test County Schools	3700000	090332	Elementary	12359	Student	Kalec	
Region 4 Sandhills	100	Test County Schools	3700000	090365	Elementary	12360	Student	Manuel	




EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

The report has two tabs – “Child Count” and “Exceptions”.

The ‘Child Count’ page shows your entire data set – this includes all records that meet the criteria for inclusion in the Child Count report. Students must be active in EC and receiving special education services to be included, or have a CSP in place.


You will see a header that shows when the report was generated and what count period is being reviewed, as well as your total number of students. The individual records should include numerous familiar fields – including student demographic information, school information, district information, and information about the students’ IEP, PSSP, or CSP.



CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Reading the Report – Child Count (cont.)


DateOfBirth	AgeAsOfCount	IsHispanic	Race	IsLEP	Gender	Grade	ICPStartDate	ExceptionalityCategory	Setting	Entitlement	PlanType
2011-05-05	6	0	BL7	N	F	5	2019-08-26	ID	REG	Y	IEP
2007-07-06	12	0	BL7	N	M	6	2019-01-14	LD	RES	Y	IEP
2014-05-05	5	0	BL7	N	F	KI	2019-06-06	IDMI	SEP	Y	IEP
2011-10-31	8	0	BL7	N	M	2	2019-06-24	AU	SEP	Y	IEP
2014-11-08	5	0	WH7	N	M	PK	2019-06-10	OH	RES	Y	IEP
2013-10-02	6	0	WH7	N	F	PK	2019-11-18	SI	REG	Y	IEP
2010-12-27	8	0	BL7	N	M	3	2019-08-25	SI	REG	Y	IEP
2005-03-02	14	0	BL7	N	M	9	2019-08-26	LD	REG	Y	IEP
2005-06-22	14	0	BL7	N	M	9	2019-08-26	OH	REG	Y	IEP
2001-03-01	18	0	WH7	N	F	12	2019-08-26	IDMO	SEP	Y	IEP
2009-06-23	10	0	AM7	Y	F	5	2019-02-07	LD	REG	Y	IEP
2005-10-30	14	0	AM7	Y	M	7	2019-04-11	DD	REG	Y	IEP
2001-03-24	18	0	WH7	N	M	12	2019-02-25	SI	RECP3	Y	IEP
2010-01-31	9	0	WH7	N	M	3	2019-02-20	IDMO	SEP	Y	IEP
2013-08-27	6	0	WH7	N	F	1	2019-04-01	LD	REG	Y	IEP
2013-06-14	6	0	WH7	N	M	KI	2019-09-04	VI	REG	Y	IEP

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

The report has two tabs – “Child Count” and “Exceptions”.


The ‘Child Count’ page shows your entire data set – this includes all records that meet the criteria for inclusion in the Child Count report. Students must be active in EC and receiving special education services to be included.

You will see a header that shows when the report was generated and what count period is being reviewed, as well as your total number of students. The individual records should include numerous familiar fields – including student demographic information, school information, district information, and information about the students’ IEP, PSSP, or CSP.



Reading the Report - Exceptions

1	2	3	4	5	6	7	8
Region	District	School	LastName, FirstName	Middle Initial	StudentID	Is Duplicated	Potential Duplicates
Region 4 Sandhills	Test County Schools	Primary	Student, Aaron	W	54321		
Region 4 Sandhills	Test County Schools	Primary	Student, Caleb	A	12345		
Region 4 Sandhills	Test County Schools	Primary	Student, Elijah	B	9185		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Primary	Student, Elijah	J	99923		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Primary	Student, Stefani	N	99924		
Region 4 Sandhills	Test County Schools	Primary	Student, Hezekiah	D	98725		
Region 4 Sandhills	Test County Schools	Primary	Student, Malique		98126		
Region 4 Sandhills	Test County Schools	Primary	Student, Brandon	S	97527		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Primary	Student, Lawson	D	96928		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Primary	Student, Zachery		96329		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Carter	J	95730		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, William	J	95131		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Jayden	Y	94532		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Jayden	M	93933		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, William	B	93334		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Aaron	M	92735		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Matthew	R	92136		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	High School	Student, Jonathan	J	91537		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	High School	Student, Marcus	O	90938		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	High School	Student, Josiah	L	90339		

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

The second tab you will see is ‘Exceptions’. This will show you which of those records from the ‘Child Count’ tab contain issues that may prevent them from being included in the Child Count as is. There are two types of Exceptions: Errors and Warnings.

‘Errors’ are data issues which MUST be corrected prior to child count submission, or the student record will be excluded.


‘Warnings’ are just that, and a child count may be certified and submitted with active warnings. The two warnings present are ‘Potential Duplicate’ and ‘Setting Age Not Appropriate’. These two exceptions are present for you to review your data and ensure it is accurate prior to submission, but will not prevent certification. A possible scenario in which you may need to resolve an exception of “Potential Duplicate”, is when a student moves to a new LEA, and a new ID is generated, rather than using the previous LEA’s ID. Those records would need to be resolved in Powerschool, and one of the records would need to be removed.

‘Settings Age Not Appropriate’ will also be included as a warning, however this warning will not prevent certification. Settings will be crosswalked and verified in the background by the State.

[illegible]

'Errors' are data issues which MUST be corrected prior to child count submission, or the student record will be excluded.


‘Settings Age Not Appropriate’ will also be included as a warning, however this warning will not prevent certification. Settings will be crosswalked and verified in the background by the State.



Exceptions and Correction Steps

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

You have seen the reports that you can run in order to work on your Dec. 1 Child Count. I am now going to talk to you a little bit about those Exceptions.



Exception-Duplicate Students

- Duplicate Students
 - NC is federally required to submit an unduplicated child count by LEA to OSEP
 - Identify any students that are in more than one LEA's Active Child Count report for the same reporting period.

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

When working with duplicate students, there are a couple of ways they could show up on your report. For example, if you are working on the December Child Count and John Doe Green is listed in two or more LEAs' Active Child Count reports, they should be identified as a duplicate on the Exceptions tab. They may have the same Student ID number or they may have different ID numbers, but because of the criteria within the report, they have all been pulled.

First, check to see if this student is active in another LEA's child count. The answer is Yes if the Student ID is displayed on the Exceptions tab on the report. A list separated by comma with all the LEAs the student is active in will be displayed with the Student ID.

Next, in PowerSchool, to determine a duplicate, look for an exact match on students across the state using First Name, Last Name, Date of Birth, and Student ID. You can't stop there because there are cases of students having the same name and different Student ID numbers, but they are not the same student. Also, you may have the case of the student having the same name and the same Student ID but they are totally different students. It really takes some investigating to determine if they are truly one student or if they should actually be two different students.

In the next set of slides, I will show you where to go in PowerSchool to research duplicates.

ASPE CONFERENCE ON
CHALLENGING EXPECTATIONS & EXCEEDING GOALS
EXCEPTIONAL CHILDREN

Exception-Duplicate Students

Exceptions-Duplicate Students

- Duplicate Students-PowerSchool Check

Start Page

Students

Staff

Contacts

Advanced View Field List (7)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1 2 3 4 5 6 7 8 9 10 11 12 M F All Stored Searches Stored Selections

Current Student Selection (409)

Student	Student Number	Grade Level	Date of Birth	School
John, Carter	499	10	31/05/2001	ASD001
John, Carter Bank	1005	10	20/03/2004	ASD001
John, Carter Bank	4021	10	21/02/2003	ASD002

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

In PowerSchool, use the student name to search of the student.

Exceptions-Duplicate Students


- Duplicate Students-PowerSchool Check
 - [Start Page](#) > [Student Selection](#) > [General Demographics](#)

Name (Last, First Middle) Zabel * Colton Berk

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Along with your PowerSchool personnel and possibly the other LEA's PowerSchool personnel (if you and the other LEA EC personnel do not have access to PowerSchool) there are a couple of places to begin your look to determine if these are the same student. First by the Full name: First, Middle, and Last.

When the list of students are returned in the results, you will probably see the same name, but at times, you will find in one or the other the middle name is different. If you run across one where they have the same ID but are really different students, please submit a ZenDesk ticket so this record can be sent to PowerSchool to be corrected before the end of the Count Period.




Exceptions-Duplicate Students

Home phone	(919) 555-3512
Age	15 years 8 months
Age in days of membership (YTD)	77
Residential address	
DOB	02/19/2003
Federal Ethnicity and Race	
Priority	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Is the student Hispanic or Latinx?
Race	What is the student's race?
	<input type="radio"/> Hispanic or Latinx <input type="radio"/> Black or African American <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> White <input type="radio"/> American Indian or Alaska Native <input type="radio"/> Asian
Father (last, first)	Zabot, Devon
Father's Day Phone	
Father's Employer	AT&T
Father's Home Phone	(919) 555-3433
Gender	Male (M)
Grade level	10
Graduation Year	
Guardianship	
Guardian Email	mmmandan@SPSS.com
Mother (last, first)	Zabot, Amanda
Mother's Day Phone	(919) 491-4600
Mother's Employer	Duke Energy
Mother's Home Phone	(919) 555-1638

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Second, after clicking on the student record, you can check home phone. With people having cell phones that they use as home phones now, this may be the same for both students. Check Father & Mother names, places of work and guardianship.


You still may not be able to determine if this is the same student or not so you must take one more step and this is to check the State Student UID system.




Exceptions-Duplicate Students

- Duplicate Students-Student UID System

<https://cedars.ncpublicschools.gov/studentid/customerLogin.jsp>

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

The link in this PPT will take you to the sign on page for the State Student UID System to search for students, but the key is that there are only certain people who have been given access to do this in LEAs. This is something that would go through your Security officer at your school. Usually someone associated with PowerSchool will have this access. There should be someone at each LEA now who has this access.



Exceptions-Duplicate Students

PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction
NC Student Identification System
Help Desk - 919-837-4141

INTERNAL ID www.stateinfo.net, NCDPI

← Back to Home

DOWNLOAD
Location

SEARCH
Student

MANAGE SYSTEM
Review All Batches

MORE
Change LEA/Agency
Current Users
List Downloads
Reports
Search Input Record

Log Out 11/08/2019
Upload Date Desc
FILTER RESULTS

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	LEA/AGENCY	SCHOOL/INSTITUTION	SOURCE SYSTEM	STATUS	RECORDS COUNT	NEXT ACTION
11/05/2019 15:55	Online		000	AAA	PS	ID(x) Assigned	1 of 1	<input type="button" value="DOWNLOAD INTERNAL ID"/>
08/27/2019 09:54	Online		000	AAA	PS	ID(x) Assigned	1 of 1	<input type="button" value="DOWNLOAD INTERNAL ID"/>
07/25/2019 11:00	Online		000	AAA	PS	ID(x) Assigned	1 of 1	<input type="button" value="DOWNLOAD INTERNAL ID"/>
07/25/2019 09:01	Online		000	AAA	PS	ID(x) Assigned	1 of 1	<input type="button" value="DOWNLOAD INTERNAL ID"/>
07/15/2019 08:49	Online		000	AAA	PS	ID(x) Assigned	1 of 1	<input type="button" value="DOWNLOAD INTERNAL ID"/>

Once signed into the State Student UID system, you will want to click the three small lines in the top left by Internal ID. You cannot see them in this slide but when logged in you should see them. From there you will want to click Search Student.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Exceptions-Duplicate Students

Student Search - Individual Student

BASIC SEARCH ADVANCED SEARCH ID SEARCH

First Name*
Middle Name
Last Name*
Suffix
Date Of Birth: mm / dd / yyyy


(?) Required

CLEAR SEARCH


15.4.0 NC Public Schools 11 HelpDesk
Copyright © 2017, eScholar LLC

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION


Once you have selected the student search, you should see three ways to Search: Basic Search, Advanced Search and ID Search. You or the person who has access to this system will want to do a Basic Search and make sure to use just First Name, Last Name, and Date of Birth then click SEARCH. Leave out the Middle Name because, if one LEA where this student has been enrolled entered Middle Name and the other LEA did not, the match will not appear.



Exceptions-Duplicate Students




3134	Nevaeh	01 3/2011	Female	780	Non-Hisp, Am Ind or Alaska Nat, Black	Not Present	100 [MATCH]
1168	Nevaeh	01 3/2011	Female	780	Non-Hisp, Am Ind or Alaska Nat	Not Present	97 [MATCH]




842	NEVAEH	02 3/2011	Female	26C	Non-Hisp, Black	Not Present	95 [MATCH]
112	Nevaeh	02 3/2011	Female	020	Non-Hisp, White	Not Present	92 [NEAR MATCH]

[MASTER RECORD](#)
[HISTORY](#)
[ASSOCIATED RETIRED IDs](#)

[ADD NAME](#)

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

As you can see from this screen shot, we have 4 students that were returned from the Basic Search. The Last and First names are close matches along with close matches on the Dates of Birth. The first two are in the same LEA but the second two are in 2 different LEAs. If these 4 students had been in your LEA during this Child Count Period, they could all show up as duplicate students. But again you can't stop here, because remember I said that someone along the way might have put in the Middle Name and someone else not, or this could be the same student with two different ID numbers. You will want to click on each student name (blue Hyperlink) and then click on HISTORY.



CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Exceptions-Duplicate Students

MASTER RECORD
HISTORY
ASSOCIATED RETIRED ON
ADD NOTE


LAST UPDATED	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA/AGENCY	SCHOOL/INSTITUTION	RACE(S)	SEX
07/0	Nevaeh	Mercylyn			01 /2011	Female	780		Non-Hisp, Am Ind or Alask Nat, Black	Not Present

[BACK TO SEARCH RESULTS](#)

LAST UPDATED	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA/AGENCY	SCHOOL/INSTITUTION	RACE(S)	SEX
07/0	Nevaeh	Shyann			01 /2011	Female	640		Non-Hisp, Black	Not Present
07/0	Nevaeh	Mercylyn			01 /2011	Female	780		Non-Hisp, Am Ind or Alask Nat	Not Present
07/0	Nevaeh	Mercylyn			01 /2011	Female	780		Non-Hisp, Am Ind or Alask Nat	Not Present
05/1	Nevaeh	Shyann			01 /2011	Female	640		Non-Hisp, Black	Not Present
05/1	Nevaeh	Shyann			01 /2011	Female	640		Non-Hisp, Black	Not Present
07/0	Nevaeh				01 /2011	Female	780		Non-Hisp, Am Ind or Alask Nat	Not Present
09/1	Nevaeh				01 /2011	Female	780		Non-Hisp, Am Ind or Alask Nat	Not Present


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

After clicking on each name, I can see now that one student has been mixed up with another student due to the Middle Name. With 4 or more records having the same First and Last Name, someone could have pulled the wrong student record which mixed the records together. When you find such things, the following are the steps to resolve the issue.




Exceptions-Duplicate Students

- Student ID must be corrected in all systems before they can be corrected in ECATS.
- Once the duplicate or mixed up student is located in ECATS, contact your PowerSchool LEA Coordinator and provide them with the information.
- They will submit a ticket to the PowerSchool service desk, with the description, "ECATS Duplicate Student Numbers" and a priority of ONE.
- Request the PowerSchool ticket number. Then file a ZenDesk ticket with the PowerSchool ticket number, the LEA/School, and all student information.
- Once PowerSchool sends the resolution we will correct ECATS and merge student information as necessary.

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

The steps on this slide should be taken to resolve the issue. After the issue is correct in PowerSchool, the records will flow to ECATS and, when you run the Child Count Report in ECATS, the Exceptions tab should no longer include the records there were corrected.




Exceptions-School Code


- The state needs to submit a child count report with all students having a proper School Code listed in EDDIE
- Identify any students that are missing a school code or have more than one school code in the reporting period.
- School Information in PowerSchool:
[Start Page > Setup > LEA > District Information > School/SchoolInfo](#)

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

You may never see a missing School Code on the Exceptions tab, but if you do, this is the process to find and correct the issue. The research and fix will be done in PowerSchool. The path in blue text shows you how to navigate to the PowerSchool screen to see the School Code field.



Exceptions-School Code




Current Student Selection (337)

Student	Grade Level	Student Number	School
	K		CFES
	6		TMS
	8		TMS
	K		BES
	13		PECHS
	11		TMS


<< < 1 2 3 4 > >>

Current Student Selection (409)

Student	Student Number	Grade Level	Date of Birth	School
Daniel, Colton	299	10	2/19/2003	ACHS3
Daniel, Colton Berk	1006	10	2/22/2004	ACHS1
Daniel, Colton Berk	4621	10	2/19/2003	ACHS2
Daniel, Justin	1119	10	2/19/2003	SHS4
Daniel, Justin	2493	10	2/19/2003	SHS1
Daniel, Justin	3203	10	2/19/2003	SHS2
Daniel, Justin	5393	10	2/19/2003	SHS3
Daniel, Justin	5585	10	3/18/2003	SHS4


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Another screen to see School Code is under your Current Student Selection screen.



Exceptions-School Code

Transfer Information

Zabel, Colton Berk 10 1066 AGHS1

Bell Schedule View

Zabel, Colton Berk 10 1066 AGHS1

General Demographics

Zabel, Colton Berk 10 1066 AGHS1

Incident List


Zabel, Colton Berk 10 1066 AGHS1

Parents


Zabel, Colton Berk 10 1066 AGHS1

Emergency Contact/Medical

Zabel, Colton Berk 10 1066 AGHS1

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Here are some additional PowerSchool screens where you can see School Code. If you do not see this information, please contact your PowerSchool Coordinator to see if they can provide you with information. If you do see this information in PowerSchool, but you are getting an error in ECATS, please log a ticket to ZenDesk so we can investigate why it is not coming over. Please include in the ticket that it is for Child Count.




Exceptions - Grade Level

- The state needs to submit a child count report with all students having a Grade Level
- Identify any students that are missing a grade level in the reporting period.
- Check ECATS Student Profile to verify No Grade exists.
- School Information in PowerSchool:
[Start Page](#)> [Student Selection](#)

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

The next exception we will look at is missing Grade Level. The text in blue shows the path in PowerSchool to locate Grade Level.



Exceptions-Grade Level

Current Student Selection (337)


Student	Grade Level	Student Number	School
D'Alessandro, Lucas Brian	K	6577637946	CFES
D'Alessandro, Richard Jeffers	6	5337673467	TMS
D'Alessandro, Robert Raymond	8	3154161872	TMS
D'Amico, Kaiden Michael	K	4937562711	BES
DiCosta, Alexiah Marie	13	1440059	PECHS
DiCosta, Kalen Tomas	11	1477752	THS

<< < 1 2 3 4 > >>

Current Student Selection (3150)

Student	Student Number	Grade Level	Date of Birth	School
		7		545
		10		412
		5		596
		7		543
		1		451
		4		572
		6		450

<< < 1 2 3 4 5 > >>


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

If you do not see the Grade Level on the Student Selection screen, you should be able to see it at the top of almost any student page that you click on in PowerSchool for that is for that student.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Exceptions-Grade Level

Transfer Information

Zabel, Colton Berk 10 1066 AGHS1

Bell Schedule View

Zabel, Colton Berk 10 1066 AGHS1

General Demographics

Zabel, Colton Berk 10 1066 AGHS1

Incident List

Zabel, Colton Berk 10 1066 AGHS1

Parents


Zabel, Colton Berk 10 1066 AGHS1

Emergency Contact/Medical

Zabel, Colton Berk 10 1066 AGHS1

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

These are additional screens where you can view Grade Level. If you do not see this information, please contact your PowerSchool Coordinator to see if they can provide you with information. If you do see this information in PowerSchool, but you are getting an error in ECATS, please log a ticket to ZenDesk so we can investigate why it is not coming over. Please put in the ticket that it is for Child Count.




Exceptions-PK Age and Age 8

- If the child is age 3 or 4 on the count effective date and the Grade is not PK an error will be produced on the report.
- If the child is age 8 or older on the Period End date and the Disability is 'DD' (Developmental Delay) this will produce an error on the report.


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Let's talk about exceptions for PK and age, and for age 8 and DD.

The Exceptions tab may show an error for the PK age 3 or 4, so you will want to check these students to make sure their age is correct in PowerSchool.




Exceptions-PK Age and Age 8




Current Student Selection (409)

Student	Student Number	Grade Level	Date of Birth	School
Zahne, Colton	239	10	2/19/2003	ACHS1
Zahne, Colton Burk	1566	10	2/22/2004	ACHS1
Zahne, Colton Burk	4621	10	2/19/2003	ACHS2
Zahne, Justin	1119	10	2/19/2003	SHS4
Zahne, Justin	2452	10	2/19/2003	SHS1
Zahne, Justin	3203	10	2/19/2003	SHS2
Zahne, Justin	3303	10	2/19/2003	SHS3
Zahne, Justin	4562	10	2/19/2003	SHS4


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Grade Level can be found on the PowerSchool screens that we have discussed previously and, as you see on this slide, you might be able to see Date of Birth on the Student Selection screen if your LEA has the DOB picked to show up on Student Searches.




Exceptions-PK Age and Age 8


General Demographics ▼

Zabel, Cotton Berk 10 1068 AGHS1

Name (Last, First Middle)	Zabel	Cotton	Berk
Home Address			
Street, Apt/Suite	358 Hanging Moss Cir		
City, State, Zip	Jackson		39206
Geocode	Lat: 32.3599378, Long: -90.1831566		
	Validate		
Mailing Address - Copy From Home Address			
Street, Apt/Suite	358 Hanging Moss Cir		
City, State, Zip	Jackson	Mississippi (MS)	39206
Geocode			
	Validate		
Home phone	()-555-555-5782		
Age	15 years 8 months ←		
Aggregate days of membership (YTD)	77		
Area/neighborhood			
DOB	02/20/2004 ←		


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Another place to find age is on the Demographics screen. There you can find the exact age and the birth date. If the birth date is incorrect, your PowerSchool Coordinator will need to correct it. Also, if you do not see Grade Level or the birth date, contact your PowerSchool Coordinator. If the fields are correct in PowerSchool but you do not see them in ECATS, log a ticket to ZenDesk so ECATS can be checked. Again mark the PowerSchool ticket as Priority One for Child Count.



Exceptions-Primary Educational Setting

- If student is <6, setting must be any of the age appropriate placements based on the selected value in ECATS on the Services page of the IEP Process or as migrated from your previous IEP system.

AgeAsOfCountPeriodEndDate: 5

IsHispanic: 0

Race: AS7

ISLEP: N

Gender: F

Grade: KI


IEPStartDate: 2019-07-01

ExceptionalityCategory: DD


Setting: SEP

Placement: Y

PlanType: IEP

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

For students who are less than age six with a School Age Setting warning - please disregard. These settings will be automatically crosswalked to an Early Childhood Setting after certification for Federal Reporting Purposes. Settings can be easily viewed on the Student Level Report View Page.



CHALLENGING EXPECTATIONS • EXCEEDING GOALS

Exceptions-Primary Educational Setting

- If student is ≥ 6 , placement must be any of the age appropriate calculated placements based on the services in the IEP or the selected value in ECATS on the Services page of the IEP Process.

AgeAsOfCountPeriodEndDate: 7

IsHispanic: 0

Race: WH7

IsLEP: N

Gender: F

Grade: 1


IEPStartDate: 2019-04-12

ExceptionalityCategory: OH


Setting: **RECP1**

Placement: Y

PlanType: IEP

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION


For students who are equal to or greater than age six with an Early Childhood Setting warning - please disregard. These settings will be automatically crosswalked to a School Age Setting after certification for Federal Reporting Purposes. Settings can be easily viewed on the Student Level Report View Page.




Exceptions-Primary Educational Setting

- If placement is blank, submit a ticket in ZenDesk

AgeAsOfCountPeriodEndDate: 5
IsHispanic: 0
Race: BL7
IsLEP: N
Gender: M
Grade: KI
IEPStartDate: 2019-08-26
ExceptionalityCategory: DD
Setting:
Placement: Y
PlanType: IEP

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

All the Primary Educational Settings are calculated within ECATS now, so if you have any of these errors, you will need to log a ZenDesk ticket. Settings can be easily viewed on the Student Level Report View Page.



Exceptions-Race is Blank


- If a student's race is blank this will produce an error on your report
- Race and Ethnicity data are located on the Personal screen in ECATS
- Race and Ethnicity data are located on the Demographics screen in PowerSchool under Federal Ethnicity and Race

Federal Ethnicity and Race

Ethnicity	<input type="radio"/> Yes <input checked="" type="radio"/> No	Is the student Hispanic or Latino?
Race	What is the student's race?	
	<input type="radio"/> (AM) American Indian or Alaska Native	<input type="radio"/> (AS) Asian
	<input type="radio"/> (PI) Native Hawaiian/Other Pac Islander	<input checked="" type="radio"/> (BL) Black or African American
		<input checked="" type="radio"/> (WH) White

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Race and Ethnicity information can be found in PowerSchool on the Demographic screen. If this is missing in ECATS, again check PowerSchool to make sure the data is there. If it is, then log a ticket to ZenDesk. If it is not in PowerSchool, then it must be entered and the nightly file will update ECATS.




Exceptions-Student ID is Blank

- If a student's NC Student ID is blank this will produce an error on your report
- Student Number in PowerSchool can be found on most any page. This path is the easiest:
[Start Page > Student Selection](#)

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION


*This error is most likely impossible in ECATS.

This information can be found in PowerSchool on most any screen you look at for a student. Again check PowerSchool to make sure it is displaying then send a Zendesk ticket for ECATS to check to see why the data is not there.




Exceptions-Is LEP

- If Is LEP is blank, an error on your report will be produced
- Have your PowerSchool Coordinator to verify that the EL data has been entered correctly



EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

This information can be found in PowerSchool on most any screen you look at for a student. Again check PowerSchool. If PowerSchool is up to date and correct, send a Zendesk ticket for ECATS so ECATS data can be checked. If PowerSchool is not up to date, have the PowerSchool Coordinator follow their process to have the EL data updated. Once done, ECATS will be updated in the nightly file.



Dealing with Exceptions

Exception	Explanation	Source System	Action
Is Duplicated	Same student ID exists on another child count	ECATS	Research and take corrective action in Powerschool OR resolve via exclusion
Potential Duplicates	Student that may be the same but has a different ID (within LEA or outside LEA)	ECATS	Resolve via exclusion, or determine not actually a duplicate and no action required
School Code is Blank	Missing school code	PowerSchool	Update in PowerSchool
Grade is Blank	Missing grade	PowerSchool	Update in PowerSchool
PK Grade Check	Listed in PK but age inappropriate	PowerSchool	Update in PowerSchool
Developmental Delay Age Not Appropriate	Diagnosis is DD and student is >= 8 years old	ECATS	Update in ECATS
Setting Age Not Appropriate	Setting value doesn't match age	ECATS	Update in ECATS
Race	Missing race code	PowerSchool	Update in PowerSchool
StudentID	Missing Student ID	PowerSchool	Update in PowerSchool
IsLEP	Missing LEP yes/no	PowerSchool	Update in PowerSchool

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

‘Errors’ are data issues which **MUST** be corrected prior to child count submission, or the student record will be excluded.

‘Warnings’ are just that, and a child count may be certified and submitted with active warnings. The two warnings present are ‘Potential Duplicate’ and ‘Setting Age Not Appropriate’. These two exceptions are present for you to review your data and ensure it is accurate prior to submission, but will not prevent certification. A possible scenario in which you may need to resolve an exception of “Potential Duplicate”, is when a student moves to a new LEA, and a new ID is generated, rather than using the previous LEA’s ID. Those records would need to be resolved in Powerschool, and one of the records would need to be removed.

‘Settings Age Not Appropriate’ will also be included as a warning, however this warning will not prevent certification. Settings will be crosswalked and verified in the background by the state for the December 2019 child count.

Slide 44

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

STUDENT LEVEL REPORT VIEW

Adrian Test - 1000001 | 09/30/2003
Import Holding School | Import

Personal Data	Grades	Attendance	Academic	Special Education
Adrian Test			ELL Level	
Import Holding School			Grade	Eighth Grade
1000001			Status	Eligible
09/30/2003			Reading Level	
			Guardians	Mom Test
			AIG?	No
			Teacher(s)	

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

A page has been created within ECATS to allow you to view a student's reporting record directly, without having to download a report. Once you locate a student's record from the student search page – Use the dropdown menu 'STUDENT INFO' and click 'Student Level Report View'. The same users who have the ability to run Child Count reports are able to access this page.

Student Level Report View

Report Type: Active Child Count: December
Reporting Period: 2019

Exclude this Student: ☐

NCEID: [REDACTED]
SchoolCode: 920093
StudentID: [REDACTED]
Lastname: [REDACTED]
Firstname: [REDACTED]
MiddleName: [REDACTED]
BirthDate: [REDACTED]
AgeAndCountPeriodEndDate: 11
IsHispanic: 0
Race: DL7
NCEP: N
Gender: M
Grade: 5
IEPStartDate: 2019-03-15
ExceptionalityCategory: AU
Setting: BPS
Placement: Y
PlanType: IEP

- Can be used to exclude a student from the count.
- Updated nightly with information from source system or changes to ECATS record.

UPDATE EXCEPTION

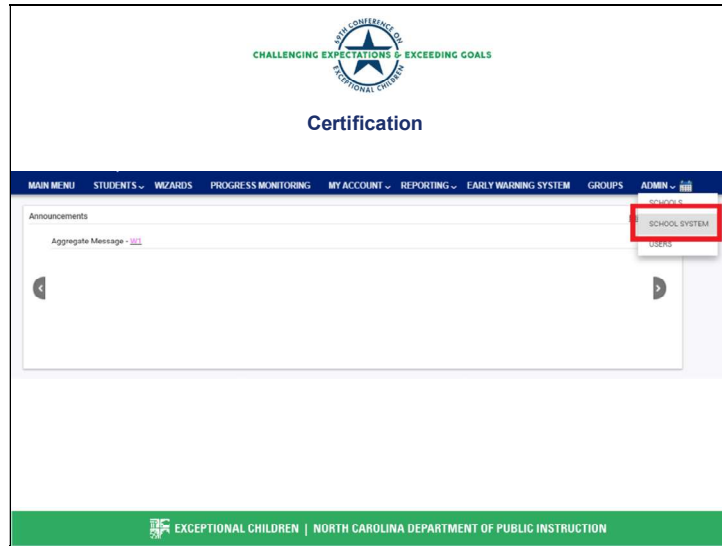
EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

If this student has a record in any federal reporting data set, you will see that data set (Report Type and Count Period) available as drop down options. Once you select these, you can view that student's record in that count period/report. If for any reason you need to exclude this student record from the count – you would do so on this page by clicking the 'Exclude this Student' checkbox, and then clicking 'Update Exception' at the bottom of the page. If you choose to 'Exclude this Student', please be aware that there is not a report to identify all students who have been excluded. When you save any exclusion, it will take effect overnight and be reflected the following day.

You will need to keep your own list of students who are excluded for your records. Keep in mind that excluding students should not be used in lieu of correcting other data errors. The only three reasons for exclusion of a student are: 1) Student truly duplicated, 2) Student over the age of 8 with disability of Developmentally Delayed, and 3) Student is out of compliance as determined by state or LEA compliance requirements.

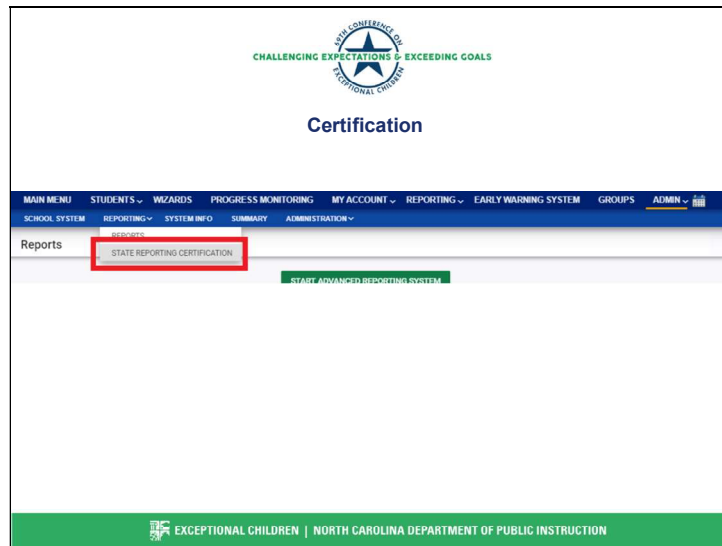
This must be completed prior to the report certification for it to take effect. This checkbox is specific to a report and reporting period, so it will not hold over into the next child count. A new checkbox will be available for subsequent reporting periods.

Slide 46

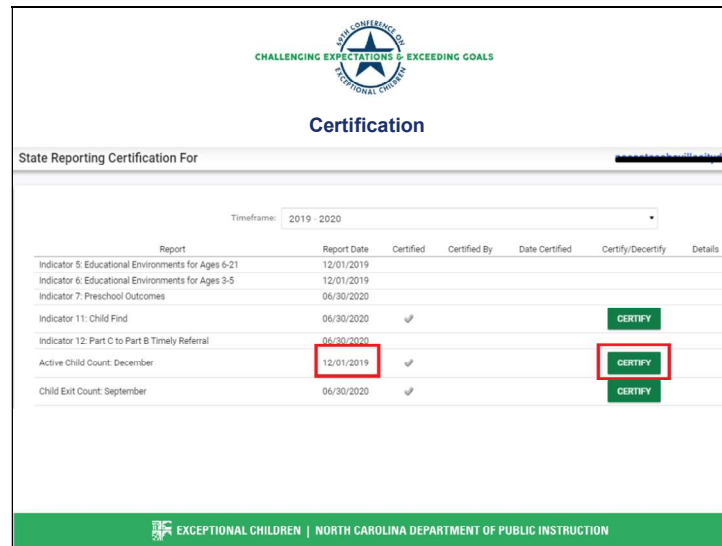



Once you have reviewed and corrected any exceptions, and are ready to certify your data set, navigate to the 'ADMIN' dropdown menu on the Main Menu, then click 'SCHOOL SYSTEM'.

Slide 47



From here, you will see a sub-menu titled ‘REPORTING’ with a dropdown menu. Under that dropdown, click ‘STATE REPORTING CERTIFICATION’. This will show you the reports available for certification.





 CHALLENGING EXPECTATIONS & EXCEEDING GOALS
 EXCEPTIONAL CHILDREN

Certification

State Reporting Certification For

Timeframe: 2019 - 2020

Report	Report Date	Certified	Certified By	Date Certified	Certify/Decertify	Details
Indicator 5: Educational Environments for Ages 6-21	12/01/2019					
Indicator 6: Educational Environments for Ages 3-5	12/01/2019					
Indicator 7: Preschool Outcomes	06/30/2020					
Indicator 11: Child Find	06/30/2020	<input checked="" type="checkbox"/>			CERTIFY	
Indicator 12: Part C to Part B Timely Referral	06/30/2020	<input checked="" type="checkbox"/>			CERTIFY	
Active Child Count: December	12/01/2019	<input checked="" type="checkbox"/>			CERTIFY	
Child Exit Count: September	06/30/2020	<input checked="" type="checkbox"/>			CERTIFY	


 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Choose the report you wish to certify. Ensure that the correct date is present, then hit the 'CERTIFY' button. You will have to check a checkbox which states that you certify the information was submitted and accepted. Once you check this box, you will have the option to certify the data set at the bottom of the page.

Slide 49

CHALLENGING EXPECTATIONS & EXCEEDING GOALS
EXCEPTIONAL CHILDREN

Certification

2019 Certification Process For Active Child Count: Calendar Year End Report

Certification

☐ I certify that the information was submitted and accepted by ECATS for Region/LEA: Region 8 / / on 11/11/2019.

Summation Data

Total Active Students: 369
Total Record count including excluded records: 373

Errors & Warnings

Error Count	Warning Count
0	22

[PRINT CERTIFICATION STATUS](#)
[VIEW AUDIT HISTORY](#)
[BACK](#)

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Choose the report you wish to certify. Ensure that the correct date is present, then hit the 'CERTIFY' button. You will have to check a checkbox which states that you certify the information was submitted and accepted. Once you check this box, you will have the option to certify the data set at the bottom of the page.

Slide 50

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

EXCEPTIONAL CHILDREN

Certification

Certification

☒ certify that the information was submitted and accepted by ECATS for Region/LEA: Region 8 by [redacted] on 11/11/2019.

Summation Data

Total Active Students: 309
Total Record count including excluded records: 373

Errors & Warnings

Error Count	Warning Count
0	22

[CERTIFY ACTIVE CHILD COUNT](#)
[PRINT CERTIFICATION STATUS](#)
[VIEW AUDIT HISTORY](#)
[BACK](#)

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Choose the report you wish to certify. Ensure that the correct date is present, then hit the 'CERTIFY' button. You will have to check a checkbox which states that you certify the information was submitted and accepted. Once you check this box, if there are no errors, you will have the option to certify the data set at the bottom of the page. Any changes made to a student record after certification will not apply to a report in a certified status.

The screenshot displays the 'Certification' page of the ECATS system. At the top, the logo for the 'ANNUAL CONFERENCE ON EXCEPTIONAL CHILDREN' is visible, with the tagline 'CHALLENGING EXPECTATIONS & EXCEEDING GOALS'. Below the logo, the title 'Certification' is centered. The page is divided into several sections: 'Certification' with a checkbox and a date field (11/11/2015), 'Summation Data' showing 'Total Active Students: 13469' and 'Total Record count including excluded records: 13476', and 'Errors & Warnings' with a table showing 'Error Count: 53' and 'Warning Count: 668'. A yellow warning box with a triangle icon states 'Certification cannot be completed until all errors have been resolved.' Below this, there are three buttons: 'PRINT CERTIFICATION STATUS', 'VIEW AUDIT HISTORY', and 'BACK'. The footer of the page reads 'EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION'.

Error Count	Warning Count
53	668

Certification cannot be completed until all errors have been resolved.


PRINT CERTIFICATION STATUS
VIEW AUDIT HISTORY
BACK

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

All errors must be resolved prior to certification. If you attempt to certify a report with errors outstanding – you will see a screen akin to the above. Even checking the certification checkbox does not let you certify the report with outstanding errors.

Certification status documents can be printed, but will display the error count if errors exist. These printed certifications are not valid and will not be accepted. Simply printing the certification status does not certify the data.

Slide 52




CHALLENGING EXPECTATIONS & EXCEEDING GOALS

EXCEPTIONAL CHILDREN

Certification

Timeframe: 2019 - 2020

Report	Report Date	Certified	Certified By	Date Certified	Certify/Decertify	Details
Indicator 5: Educational Environments for Ages 6-21	12/01/2019					
Indicator 6: Educational Environments for Ages 3-5	12/01/2019					
Indicator 7: Preschool Outcomes	06/30/2020					
Indicator 11: Child Find	06/30/2020				CERTIFY	
Indicator 12: Part C to Part B Timely Referral	06/30/2020					
Active Child Count: December	12/01/2019			11/11/2019	DECERTIFY	VIEW
Child Exit Count: September	06/30/2020				CERTIFY	

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Once you've certified the data set – your data set is locked. Any updates to a student's record made in ECATS will NOT UPDATE a certified data set. While DPI has the reporting window open – you can also decertify the data set if you need to, which will unlock the data set and cause all records to update overnight to their current status in ECATS. You can then recertify again.

Slide 53

The screenshot displays the 'Certification' page of the ECATS system. At the top, the logo for the 'ASHE CONFERENCE ON EXCEPTIONAL CHILDREN' is visible, with the tagline 'CHALLENGING EXPECTATIONS & EXCEEDING GOALS'. Below the logo, the title 'Certification' is centered. The page is divided into three main sections: 'Decertification', 'Summation Data', and 'Errors & Warnings'. In the 'Decertification' section, there is a checkbox labeled 'Decertify the information that was previously submitted and accepted by ECATS for Region/LEA: Region 8 Western/Asheville City Schools by Paula K. Dowd on 11/11/2019.' The 'Summation Data' section shows 'Total Active Students: 369' and 'Total Record count including excluded records: 373'. The 'Errors & Warnings' section displays 'Error Count: 0' and 'Warning Count: 22'. At the bottom of the page, there are four buttons: 'DECERTIFY ACTIVE CHILD COUNT', 'PRINT DECERTIFICATION STATUS', 'VIEW AUDIT HISTORY', and 'BACK'. The footer of the page reads 'EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION'.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

ASHE CONFERENCE ON
EXCEPTIONAL CHILDREN

Certification

Decertification

☒ Decertify the information that was previously submitted and accepted by ECATS for Region/LEA: Region 8 Western/Asheville City Schools by Paula K. Dowd on 11/11/2019.

Summation Data

Total Active Students: 369
Total Record count including excluded records: 373

Errors & Warnings

Error Count: 0 Warning Count: 22

[DECERTIFY ACTIVE CHILD COUNT](#)
[PRINT DECERTIFICATION STATUS](#)
[VIEW AUDIT HISTORY](#)
[BACK](#)

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Once you've certified the data set – your data set is locked. Any updates to a student's record made in ECATS will NOT UPDATE a certified data set. While DPI has the reporting window open – you can also decertify the data set if you need to, which will unlock the data set and cause all records to update overnight to their current status in ECATS. You can then recertify again.

Slide 54

The screenshot shows the 'Certification' page of the ECATS system. At the top is the logo for the North Carolina Department of Public Instruction, featuring a star and the text 'CHALLENGING EXPECTATIONS & EXCEEDING GOALS' and 'EXCEPTIONAL CHILDREN'. Below the logo is the title 'Certification'. The page is divided into several sections: 'Certification' with a checkbox and text confirming submission and acceptance; 'Summation Data' showing 'Total Active Students: 645' and 'Total Record count including excluded records: 670'; and 'Errors & Warnings' showing 'Error Count: 0' and 'Warning Count: 22'. At the bottom, there are four buttons: 'CERTIFY ACTIVE CHILD COUNT', 'PRINT CERTIFICATION STATUS' (highlighted with a red box), 'VIEW AUDIT HISTORY', and 'BACK'. The footer of the page reads 'EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION'.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS
EXCEPTIONAL CHILDREN

Certification

Certification

☒ I certify that the information was submitted and accepted by ECATS for Region/LEA: ncecats elizabeth city dpiqa by Michelle R Flach on 11/11/2019.

Summation Data

Total Active Students: 645
Total Record count including excluded records: 670

Errors & Warnings

Error Count: 0 Warning Count: 22

[CERTIFY ACTIVE CHILD COUNT](#)
[PRINT CERTIFICATION STATUS](#)
[VIEW AUDIT HISTORY](#)
[BACK](#)

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

You should print the certification page for your records whenever you certify or decertify a data set. Notice that here you can see the total number of excluded records for your LEA. In this case 5 student records were excluded prior to certification. Once the state closes the reporting window and finalizes the data, your certified data set is locked and submitted.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS
EXCEPTIONAL CHILDREN

Accessing Finalized Data Sets

Reports - Child Count

Data Source: OSEP/Final Reporting Database

Count Period: OSEP/Final Reporting Database

Schools:


Include Exceptions/Validations: ☐

Sort By: Last Name

GENERATE REPORT

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

To access your certified and finalized data set, simply navigate back to the report creation page for the Child Count report, and change the data source to 'OSEP/Final Reporting Database'. This will show you data once it has been finalized at the state level.



Helpful Tips:

- Create a desktop folder to house all the child count reports you have run with the dates associated
- Keep a running list of students with exclusion flags set
- Add a column to your Exceptions tab to enter notes/Zendesk/Powerschool ticket numbers for anything you've corrected
- Run a report before you leave in the afternoon each day so that it's ready for review the following morning


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Best Practices Slide:

- Create a desktop folder to house all the child count reports you have run with the dates associated
- Keep a running list of students with exclusion flags set
- Add a column to your Exceptions tab to enter notes/Zendesk/Powerschool ticket numbers for anything you've corrected
- Run a report before you leave in the afternoon each day so that it's ready for review the following morning




Use your compliance widget to make sure that all records are up to date with current eligibility and IEP. From the main menu, look for the My Compliance widget. Change from percentages to view counts. If your counts for the Yellow and Red bars are less than 500 you can click on the bar to bring up a list of students who are soon to be or already out of compliance.



Search Results

CP	School	Grade	Age	Dis	Last Elig	Last IEP	IEP Begin	IEP End
RedStopSign 172000		10	15 Years	OH	11/8/2017	11/2/2018	11/2/2018	10/31/2019
RedStopSign 172000		5	11 Years	OH	11/8/2017	10/30/2018	10/30/2018	10/28/2019
RedStopSign 172000		11	17 Years	LD	11/6/2017	6/4/2019	6/4/2019	10/24/2019
RedStopSign 172000		4	9 Years	AU	11/9/2018	5/22/2019	5/22/2019	10/14/2019
RedStopSign 172000		10	15 Years	OH	11/5/2018	11/6/2018	11/6/2018	11/4/2019
RedStopSign 172000		1	6 Years	SI	11/16/2016	11/7/2018	11/7/2018	11/5/2019
RedStopSign 172000		1	6 Years	SI	11/16/2016	11/7/2018	11/7/2018	11/5/2019
RedStopSign 172000		8	13 Years	OH	9/26/2018	5/9/2019	5/9/2019	9/25/2019
RedStopSign 172000		KI	5 Years	AU	6/5/2018			
RedStopSign 172000		10	15 Years	OH	9/11/2019	5/9/2019		5/7/2020
RedStopSign 172000		KI	5 Years	SI	10/31/2017	3/21/2019	3/21/2019	11/4/2019


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Once you click on the bar, you can export your search results so that you can pull up each record and make notes without having to redo the search each time you view a record. You can see that all but one of the IEP's in this list ended prior to 12/1 - Child Count Period End Date. Notice the student with an arrow on his record. This student is considered out of compliance because he has a new eligibility (9/11/2019) and no new IEP to go with his new eligibility. Please ensure that all steps of the EC process are conducted in order to have fully compliant records.



Helpful Reports

Accommodations Report School/Grade/Class/Test	ESY by Service (.xls)
Caseloads as of a Point in Time	IEP Services Report with Location (.xls)
Caseloads Report Admin (.xls)	IEP Services Report with Minutes (.xls)
Compliance by Case Manager (.xls)	IEP Services Report with Location/Transportation (.xls)
Compliance by School (.xls)	Missing Progress Report (.xls)
Compliance by Students (.xls)	Overdue Eligibility IEP Report (.xls)
Compliance Summary (.PDF)	Progress Report Status (.PDF)
Contacts Report (.PDF)	Projected/Missed Eligibility Meetings (.xls)
ESY By School By Case Manager (.xls)	Projected/Missed IEP Meetings (.xls)

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

The overdue Eligibility Report can be accessed from Reports/Special Education. This report is great for larger districts with counts over 500.

Slide 60

The screenshot displays the 'Helpful Reports' section of a web application. At the top, there is a logo for the 'ASHEVILLE CONFERENCE OF SCHOOLS' with the tagline 'CHALLENGING EXPECTATIONS & EXCEEDING GOALS' and 'EXCEPTIONAL CHILDREN'. Below the logo, the title 'Helpful Reports' is centered. The main content area is titled 'Reports - Overdue Eligibility/IEP Report (xls)'. It features a form with two date pickers labeled 'Begin Date of Query' and 'End Date of Query'. Below these is a section titled 'Include the following schools (if none selected, all schools are included):' containing a list of schools with checkboxes. The schools listed are: Asheville City Schools, DPY FTE School, Migrant, Asheville High, Graduated Students, Montford North Star Academy, Asheville Middle, Hall Fletcher Elementary, More At Four, Asheville Primary, Homeless, School of Inquiry and Life Sciences, CECAS, Ira B. Jones Elementary, Vance Elementary, Clanton Elementary, and Isaac Dickson Elementary. A green 'GENERATE REPORT' button is positioned below the list. At the bottom of the form, a dark blue bar shows the user 'Kelley Jean Blum, IEP Administrator' and the page number '143'. The footer of the slide is a green bar with the text 'EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION'.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS
EXCEPTIONAL CHILDREN

Helpful Reports

Reports - Overdue Eligibility/IEP Report (xls)

Begin Date of Query:

End Date of Query:

Include the following schools (if none selected, all schools are included):

- ☐ Asheville City Schools
- ☐ DPY FTE School
- ☐ Migrant
- ☐ Asheville High
- ☐ Graduated Students
- ☐ Montford North Star Academy
- ☐ Asheville Middle
- ☐ Hall Fletcher Elementary
- ☐ More At Four
- ☐ Asheville Primary
- ☐ Homeless
- ☐ School of Inquiry and Life Sciences
- ☐ CECAS
- ☐ Ira B. Jones Elementary
- ☐ Vance Elementary
- ☐ Clanton Elementary
- ☐ Isaac Dickson Elementary


GENERATE REPORT

Kelley Jean Blum, IEP Administrator 143

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

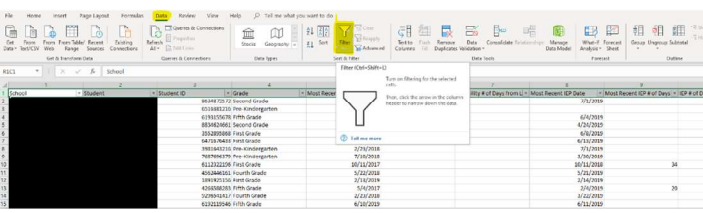
Tip: to get all students, do not enter dates or select schools, simply click generate report.

Slide 61



CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Filtering in Excel



Once your report is open, Select the row containing the field names and then click on the Data tab. Click filter so that you can sort columns by the data you need.


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Once your report is open, Select the row containing the field names and then click on the Data tab. Click filter so that you can sort columns by the data you need.

Once you download the report from My Reports; filter first by Most Recent Eligibility # of Days Overdue - Eligibility cannot be overdue for student to be included in the child count.

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION


Slide 63

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

EXCEPTIONAL CHILDREN

Student	Student ID	Grade	Most Recent Eligibility Date	Most Recent Eligibility # of Days from L	Most Recent IEP Date	Most Recent IEP # of Days from L
863887212	Second Grade	9/16/2019				
633682239	Pre-K-Kindergarten	9/16/2019				
633682239	Fifth Grade	11/16/2019				
883682242	Second Grade	4/13/2019				
253289589	Fifth Grade	3/7/2019				
647387433	Fifth Grade	9/13/2019				
293454528	Pre-K-Kindergarten	2/22/2019				
788789179	Pre-K-Kindergarten	7/30/2019				
613262326	Fifth Grade	10/13/2017				
450244851	Fourth Grade	5/22/2019				
389326326	Fifth Grade	2/13/2019				
429638283	Fifth Grade	3/4/2017				
303645327	Fourth Grade	2/13/2019				
629212546	Fifth Grade	9/10/2019				
113885323	Fifth Grade	2/6/2019				
364334884	Third Grade	4/4/2018				
843935344	Fifth Grade	11/14/2018				
723379255	Fourth Grade	10/16/2017				
843935344	Fifth Grade	11/14/2017				
1272187	Fifth Grade	3/9/2019				
1491744	Fifth Grade	11/13/2018				
113885323	Third Grade	11/13/2018				
384858851	Second Grade	4/13/2019				
293289589	Third Grade	2/13/2019				
461891535	Second Grade	11/29/2018				
657239585	Pre-K-Kindergarten	4/13/2019				
461789242	Third Grade	10/9/2019				
723494524	Fifth Grade	4/13/2019				
642784962	Third Grade	8/3/2017				
364334884	Third Grade	8/3/2017				
12627453	Fifth Grade	9/13/2017				
364334884	Fourth Grade	9/13/2017				
967264411	Fifth Grade	1/9/2019				
967264411	Fourth Grade	5/9/2019				
629648381	Fifth Grade	5/22/2018				
125718917	Fifth Grade	1/13/2019				
113885323	Third Grade	12/9/2019				
942767135	Kindergarten	4/16/2019				
429638283	Third Grade	12/13/2018				
942767135	Kindergarten	4/16/2019				
429638283	Third Grade	12/13/2018				

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Once you download the report from My Reports; filter first by Most Recent IEP # of Days Overdue - IEP cannot be overdue for student to be included in the child count. Review any overdue IEP records and determine if you need to enter missing data or hold a meeting.




Preparing for Upcoming Data Collections

Data that is being entered now will be used in the 19-20 End of Year reporting and the April 2020 Child Count.

Upcoming Collections:

- April 2020 Child Count
- Indicator 7 COSF Count
- Indicator 11 and 12 reporting
- 2019-20 Exited Students Count

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION



Preparing for Upcoming Data Collections

April 2020 Child Count

Use the methods outlined in previous slides to ensure that students are up to date on Eligibility and current IEPs for the April child count.

Once child count reports become available, they can be run at any time leading up to the count to ensure accurate data and allow time for error corrections.



CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Preparing for Upcoming Data Collections

Indicator 7 COSF Count

STUDENT INFORMATION DOCUMENTS PLAN OF CARE EC PROCESS

Documents

Documents:

- General
- Section 504
- Gifted
- English Learner
- MTSS

- Accommodation Review
- Child Outcome Summary Form
- Contact Log
- Core Plan
- Core Plan Review
- CSP Document
- IEP Document
- Progress Report
- Summary of Performance

Letters: (No Letters Available)

CREATE DRAFT (WILL BE SAVED FOR 30 DAYS)

CREATE FINAL DOCUMENT (WILL BE SAVED)

UPLOAD EXTERNAL DOCUMENT(S)

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

From the Documents tab, access the Child Outcomes Summary Form.
Click Create Draft

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

ALLIANCE CONFERENCE ON
EXCEPTIONAL CHILDREN

Preparing for Upcoming Data Collections

Indicator 7 COSF Count

The following information is required before you can create this Draft Document

Child Outcome Summary Form

PURPOSE

The proper selection must be made in order to generate the appropriate document.

Select One: Entry

Active in Pre-k services start date: Entry

Pre-k services completion date: Exit

Interim

CHILD INFORMATION

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

This form will allow you to create an Entry, Exit or Interim COSF.

The student must have an Entry COSF in the system in order to create an Exit or Interim and for an Exit, the students Active in Pre-K Services date must be at least 6 months from the Pre-k Services Completion date.

The student must be active in EC services to create any kind of COSF.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS
ANNUAL CONFERENCE ON
EXCEPTIONAL CHILDREN

Preparing for Upcoming Data Collections

Indicator 7 COSF Count

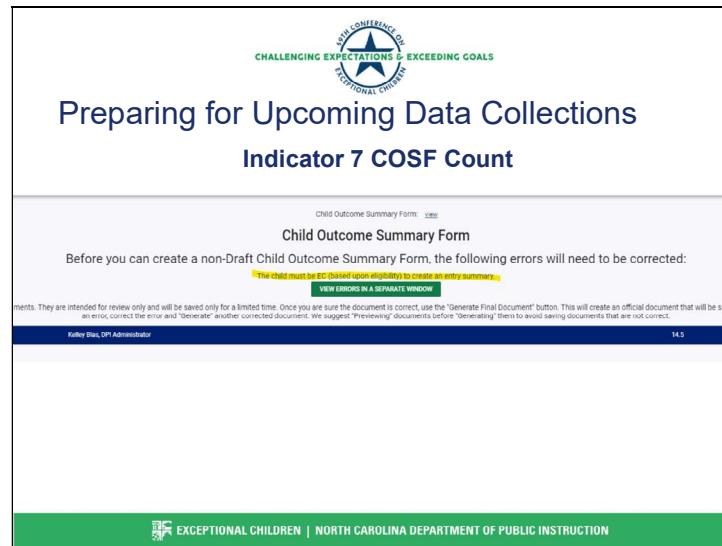
Doc ID	Date Generated	Generated By	Document	Status
1111	11/13/2019	Kelley Blas	Child Outcomes Summary Form	Draft

(1 Document)

[UPDATE THE DATABASE](#)


EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

To ensure that your COSF form was finalized click back on the Documents and ensure the status says Final. If it is still in Draft, repeat the steps to create the COSF and click Create Draft to view the errors. Repeating these steps will NOT result in a new draft, it will bring back the previously created COSF form.



The screenshot displays the 'Child Outcome Summary Form' interface. At the top, there is a logo for the 'ANNUAL CONFERENCE ON EXCEPTIONAL CHILDREN' with the tagline 'CHALLENGING EXPECTATIONS & EXCEEDING GOALS'. Below the logo, the title 'Preparing for Upcoming Data Collections' is followed by 'Indicator 7 COSF Count'. The main heading is 'Child Outcome Summary Form'. A message states: 'Before you can create a non-Draft Child Outcome Summary Form, the following errors will need to be corrected:'. Below this, a yellow error message reads: 'The child must be EC (Enrolled upon eligibility) to create an entry summary.' A green button labeled 'VIEW ERRORS IN A SEPARATE WINDOW' is positioned below the error message. At the bottom of the form, a green footer bar contains the text 'EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION'.

Look at the errors listed below the header Child Outcome Summary Form or click the green button to view errors in a separate window.




Preparing for Upcoming Data Collections

Indicator 7 COSF Count


Helpful Tips:

Once the Indicator 7 Count report becomes available, run it often to ensure your exited students appear

The Office of Early Learning recommends keeping track of your Entry and Exit COSF students in Excel this year due to the delay in reporting ability. The 18-19 spreadsheet is available here and can be used for tracking:
<https://ec.ncpublicschools.gov/ecats/resources>

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION


Reports will be available under Reports/General



Preparing for Upcoming Data Collections
Indicator 11 and 12 Data Collection and Count

Important Information

The alternate data entry process used for the December Child Count will not be sufficient for newly placed students for Indicator 11 and 12 reporting. Ensure that all referral, evaluation, eligibility and placement decisions are fully documented for students referred on or after 7/1/2019.

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Indicator 11 is the federal report collection of students referred and determination of placement within 90 days of the referral.

Indicator 12 is the federal collection of students referred from Part C and placed by their 3rd birthday.

During the Data Manager and Administrator's Institute at the November conference, the following information was shared:

The alternate data entry process used for the December Child Count will not be sufficient for newly placed students for Indicator 11 and 12 reporting. Ensure that all referral, evaluation, eligibility and placement decisions are fully documented for students referred on or after 7/1/2019.


To alleviate concerns about the specifics of what is required by this message, please note the following:

- The data elements that make the alternate data entry for December Child Count insufficient are the initial referral date (Indicator 11) and consent for placement date (Indicator 12). These missing data elements are limited to any referral or placement made during July 1-July 17 (17 days) of the dark period (June 16-July 17).
 - All EC processes after this time (dark period) should have been initiated in ECATS.
- At this time, it is estimated that 900 records statewide will be impacted for Indicator 11 and 250 for Indicator 12 during the 17 days.
- Indicator 11 and Indicator 12 reporting for FY 2019 has been completed.

o The missing data for referrals and consent for placement only impacts FY 2020 (July 1, 2019 – July 17, 2019); therefore, LEAs will have until October 2020 to complete data entry activities, if any, for the 17 days.

At this time, LEAs should not take any action.

- The EC Division and PCG are currently reviewing the process for handling the missing data elements and will communicate clarification early in the new year.




Preparing for Upcoming Data Collections

Indicator 11 and 12 Data Collection and Count

Helpful Tips:

The Office of Early Learning recommends keeping track of your Indicator 12 (Part C to B referrals) in Excel this year as districts have done in the past, due to the delay in reporting ability.

Templates can be found on the web at:
<https://nceln.fpg.unc.edu/childfindresources>
<https://nceln.fpg.unc.edu/transitionresources>

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Indicator 11 is the federal report collection of students referred and determination of placement within 90 days of the referral

Indicator 12 is the federal collection of students referred from Part C and placed by their 3rd birthday



Preparing for Upcoming Data Collections

Indicator 11 and 12 Data Collection and Count

Helpful Tips:

Once Indicator reports become available, they can be run at any time leading up to the count to ensure accurate data and allow time for error corrections.

Use your compliance widgets! The yellow and red bars are an indication that you are coming close to the end of your 90 day timeline or that you have exceeded it.

Ask your school personnel to run compliance reports often to ensure adherence to the federal timelines.



CHALLENGING EXPECTATIONS & EXCEEDING GOALS

PREPARED FOR UPCOMING DATA COLLECTIONS

Indicator 11 Delay Reason

If appropriate, please review the general information, pre-K transition information, and part B referral information.

General Data Part C Referral: C to B Transition **Part B Referral**

Referral Data

Referral Date:	90 Day Timeline End Date:	Private School Non-Participation Notice Date (If Applicable):	Delay Reason (If Applicable):
04/17/2013	07/16/2013		<ul style="list-style-type: none">IN01: Excessive student absencesIN02: Referral paperwork not processed in a timely mannerIN03: Weather related delaysIN04: Delay in getting parent consentIN05: Other

SAVE

Kelley Jean Shaw, SP4 Administrator

14.6

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Under EC Process - Click Data Collection

Click Part B Referral to enter the Indicator 11 Delay Reason for a student who has exceeded the 90 Day Timeline or to enter a Private School Non- Participation Notice date for students who are eligible but parents refuse consent to allow student to attend a private school.

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

EXCEPTIONAL CHILDREN

Preparing for Upcoming Data Collections

Indicator 12 Delay Reason

1 If appropriate, please review the general information, pre-transition information, and part B referral information.

General Data **Part C Referral: C to B Transition** Part B Referral

Transition Documentation

Notification Date:

Part C CDSA Source:

Part C Eligibility Date:

Transition Delay Reason:

- Parents Refused Consent
- Transferred during Transition
- Late Referral
- Family Circumstance
- Child Circumstance
- Part B Circumstance
- Part C Circumstance
- Not Part C Referral

Nancy Ann Hays, DPA Administrator

14.5

EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Under EC Process - Click Data Collection

Click Part C Referral: C to B Transition to enter:


Part C to B Notification Date

Part C Source

Part C Eligibility Date

Indicator 12 Delay Reason for a student who has exceeded their 3rd Birthday

For Indicator 12 Purposes the only required field is the Delay Reason for students who have exceeded the 3rd birthday


 CHALLENGING EXPECTATIONS & EXCEEDING GOALS
 EXCEPTIONAL CHILDREN

Preparing for Upcoming Data Collections

Exit Count

SYSTEM **ADMIN**

- SCHOOLS
- SCHOOL SYSTEM**
- USERS
- PROFESSIONAL DEVELOPMENT TRACKING


SUMMARY **ADMINISTRATION**

- INACTIVE STUDENTS**
- INACTIVE USERS

Date Exited: 05/16/2019

Reason for Exiting: W2 Early Leaver Withdrawal

Modified Exit Reason:
 Graduated with Regular High School Diploma
 Dropped Out of School
 Died
 Received a Certificate
 Reached Maximum Age
 Moved, Known to be Continuing

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Students who exit your LEA or exit EC services will need to have a Modified Exit Reason applied to their record. To access this field, Click on Admin, Select School System. Then from the Administration drop list, select Inactive Students and search for the record. Click on the record and enter the exit reason that corresponds with the reason for leaving. Then click Update The Database.




Exit Count

Helpful Tips:

Keep track of your EC exits and enter the modified exit reason as soon as possible so that you do not have to update many records prior to the end of the year.

Once child count reports become available, they can be run at any time leading up to the count to ensure accurate data and allow time for error corrections.




CHALLENGING EXPECTATIONS & EXCEEDING GOALS

EXCEPTIONAL CHILDREN

Data Correction Manager List


ECATS users have submitted a series of questions and requests related to the permission to delete events. In order to accommodate these requests, the EC Division will permission one (Data Correction Manager) and one alternate at the local level to delete events. EC Directors should identify this person by completing the survey link below by noon Friday, December 6, 2019. Going forward after this time, it will be the LEA's responsibility to delete any events requested by its users.

https://ncdpi.az1.qualtrics.com/jfe/form/SV_77k3twnqmQLWdqR

 EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Please see Kelley after the session to review your LEA's current data correction manager.

Slide 79



Slide 79 features a white background with a black border. At the top center is a circular logo for the "NCE Conference on Exceptional Children" with a star in the center and the text "CHALLENGING EXPECTATIONS & EXCEEDING GOALS" around it. In the center of the slide, the text "Q & A" is displayed in a large, bold, dark blue font. At the bottom, there is a green horizontal bar containing the text "EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION" in white, preceded by a small logo.

Questions will be answered during the 1 pm session.